

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana
Annual Financial Statements
As of and for the Year Ended December 31, 2013

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Donald G. Kratzer
Jefferson Davis Parish Assessor
Jennings, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities and the major fund information of the Jefferson Davis Parish Assessor, a component unit of the Jefferson Davis Parish Police Jury, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Jefferson Davis Parish Assessor's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinions.

Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund information of the Jefferson Davis Parish Assessor, as of December 31, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted a management's discussion and analysis that accounting principles generally accepted in the United States require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. My opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 18 to 20 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated June 16, 2014 on my consideration of Jefferson Davis Parish Assessor's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Jefferson Davis Parish Assessor's internal control over financial reporting and compliance.

Mike B. Gillespie, CPA, APAC

Jennings, Louisiana

June 16, 2014

BASIC FINANCIAL STATEMENTS

JEFFERSON DAVIS PARISH ASSESSOR
Governmental Funds Balance Sheet / Statement of Net Position
December 31, 2013

Statement A

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
ASSETS			
Cash and cash equivalents	\$ 114,582		114,582
Investments	19,157		19,157
Receivables:			
Ad valorem taxes	494,618		494,618
State revenue sharing	6,667		6,667
Other governmental fees	2,485		2,485
Prepaid expenses	-		-
Capital assets, net of accumulated depreciation		53,825	53,825
Total Assets	<u>637,509</u>	<u>53,825</u>	<u>691,334</u>
LIABILITIES			
Liabilities:			
Accounts payable	746	-	746
Long-term debt and obligations:			
Due within one year	-	5,659	5,659
Due in more than one year	-	15,660	15,660
Total Liabilities	<u>746</u>	<u>21,319</u>	<u>22,065</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred Property Tax Revenues	494,822		494,822
Deferred State Revenue Sharing Revenues	6,667		6,667
Total Deferred Inflows of Resources	<u>501,489</u>	<u>-</u>	<u>501,489</u>
FUND BALANCE / NET POSITION			
Nonspendable-prepaid expense	-	-	-
Unassigned	135,274	(135,274)	-
Total Fund Balances	<u>135,274</u>	<u>(135,274)</u>	<u>-</u>
Total Liabilities, Deferred Inflow of Resources, and Fund Balances	<u>\$ 637,509</u>		
NET POSITION			
Net investment in capital assets		32,506	32,506
Unrestricted		135,274	135,274
Total Net Position		<u>\$ 167,780</u>	<u>167,780</u>

See accompanying notes and accountant's report.

JEFFERSON DAVIS PARISH ASSESSOR
Statement of Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances / Statement of Activities
For the Year Ended December 31, 2013

Statement B

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
EXPENDITURES/ EXPENSES			
General governmental-taxation:			
Personal services and related benefits	\$ 431,472	-	431,472
Operating services	34,389	-	34,389
Materials and supplies	3,364	-	3,364
Travel and other charges	8,319	-	8,319
Debt service	6,814	(5,321)	1,493
Capital Outlay	1,814	(1,814)	-
Depreciation expense	-	22,903	22,903
Total Expenditures / Expenses	<u>486,172</u>	<u>15,768</u>	<u>501,940</u>
PROGRAM REVENUES			
Fees, fines and other charges for service	3,598	-	3,598
Capital grants	-	-	-
Net Program Expenses	<u>482,574</u>	<u>15,768</u>	<u>498,342</u>
GENERAL REVENUES			
Ad valorem taxes	471,514	-	471,514
Intergovernmental revenues:			
Compensation from taxing bodies	11,838	-	11,838
State revenue sharing	10,000	-	10,000
Interest earned	484	-	484
Total General Revenues	<u>493,836</u>	<u>-</u>	<u>493,836</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>11,262</u>	<u>(15,768)</u>	<u>(4,506)</u>
FUND BALANCE / NET POSITION:			
Beginning of the Year, as previously reported	124,012	47,817	171,829
Prior period adjustment	-	457	457
Beginning of the Year, as adusted	<u>124,012</u>	<u>48,274</u>	<u>172,286</u>
End of the Year	<u>\$ 135,274</u>	<u>32,506</u>	<u>167,780</u>

See accompanying notes and accountant's report.

NOTES TO THE BASIC FINANCIAL STATEMENTS

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

Notes to the Basic Financial Statements
As of and for the Year Ended December 31, 2013

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a four-year term. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

The assessor's office is located in the Jefferson Davis Parish Courthouse in Jennings, Louisiana. The assessor employs five employees, including four deputies. In accordance with Louisiana law, the assessor bases real and movable property assessments on conditions existing on January 1st of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

At December 31, 2013, there are 35,601 real property, and movable property, and public service property assessments totaling \$70,458,327 and \$70,989,496 and \$61,784,480 total value, respectively. This represents an increase of assessments totaling \$13,426,200 from the prior year, caused primarily by the reassessment of properties throughout the parish.

1. SUMMARY OF SIGNIFICANT ACCOUNT POLICIES

A. BASIS OF PRESENTATION

The accompanying basic financial statements of the Jefferson Davis Parish Assessor have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements-and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999.

B. REPORTING ENTITY

The assessor is an independently elected official; however, the assessor is fiscally dependent on the Jefferson Davis Parish Police Jury. The police jury maintains and operates the parish courthouse in which the assessor's office is located and provides funds for equipment and furniture of the assessor's office. In addition, the police jury's general purpose financial statements would be incomplete or misleading without inclusion of the assessor. For these

JEFFERSON DAVIS PARISH ASSESSOR

Jennings, Louisiana

Notes to the Basic Financial Statements As of and for the Year Ended December 31, 2013

reasons, the assessor was determined to be a component unit of the Jefferson Davis Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that compromise the financial reporting entity.

C. FUND ACCOUNTING

The assessor uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain tax assessment functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds

Governmental funds account for all of the assessor's general activities. These funds focus on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the assessor. The following are the assessor's governmental funds:

General Fund – the primary operating fund of the assessor and it accounts for all financial resources except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the assessor's policy.

D. MEASUREMENT FOCUS/BASIS OF ACCOUNTING

Fund Financial Statement (FFS)

The amounts reflected in the General Fund of Statements A and B are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the assessor's operations.

JEFFERSON DAVIS PARISH ASSESSOR

Jennings, Louisiana

Notes to the Basic Financial Statements As of and for the Year Ended December 31, 2013

The amounts reflected in the General Fund of Statements A and B use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practiced in recording revenues and expenditures:

Revenues

Governmental fund revenues resulting from exchange transactions are recognized in the year in which the exchange takes place and meets the government's availability criteria (susceptible to accrual). Available means that the resources will be collected within the current year or is expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For this purpose, the Assessor considers revenues to be available if they are collected within 60 days of the end of the current year. Ad valorem taxes and the related state revenue sharing are recognized as revenue in the period for which levied, thus the 2013 property taxes, net of collections in current year, which are being levied to finance the 2014 budget will be recognized as revenue in 2014. The 2013 tax levy, net of collections in current year, has been recorded as deferred revenue in the 2013 financial statements. Charges for services are recorded when earned since they are measurable and available.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Government-Wide Financial Statements (GWFS)

The column labeled Statement of Net Position (Statement A) and the column labeled Statement of Activities (Statement B) display information about the Assessor as a whole. These statements include all the financial activities of the Assessor. Information contained in these columns reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GAS Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

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Notes to the Basic Financial Statements
As of and for the Year Ended December 31, 2013

Program Revenues – Program revenues included in the column labeled Statements of Activities (Statement B) are derived directly from users as a fee for services; program revenues reduce the cost of the function to be financed from the assessor's general revenues.

Reconciliation

The reconciliation of the items reflected in the funds columns to the Statement of Activities (Statement B) and Statement of Net Position (Statement A) are as follows:

Reconciliation of Total Governmental Fund Balance to Net Position of Governmental Activities:

Total Ending Fund Balance – Governmental Fund	\$	135,274
Amounts reported for government activities in the statement of net position are different because:		
Capital assets used in governmental activities are note financial resources and therefore are not reported as assets in governmental funds as follows:		
Cost of capital assets	\$	128,701
Accumulated depreciation		<u>(97,804)</u>
		30,897
Net Position	\$	<u><u>166,171</u></u>

Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities:

Total Net Change in Fund Balance – Governmental Funds	\$	11,262
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeds capital outlays in the current period:		
Depreciation expense		(18,734)
Capital outlays		<u>1,814</u>
Change in Net Position of Governmental Activities	\$	<u><u>(5,658)</u></u>

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

Notes to the Basic Financial Statements
As of and for the Year Ended December 31, 2013

E. DEPOSITS AND INVESTMENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Under state law, the assessor may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

State statutes authorize the Jefferson Davis Parish Assessor to invest in United States bonds, treasury notes and bills, or certificates or time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. In addition, Local Governments in Louisiana are authorized to invest in the Louisiana Asset Management Pool, Inc. (LAMP), a non-profit corporation formed by an initiative of the State Treasurer and organized under the laws of the State of Louisiana, which operates a local government investment pool. In accordance with GASB Statement 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, the Jefferson Davis Parish Assessor has stated their investments at cost. Investments with a maturity at time of purchase of greater than one year are presented at fair value. Fair value is determined by obtaining "quoted" year end market prices. The Jefferson Davis Parish Assessor had no investments with an original maturity greater than one year at time of purchase and thus no amounts at fair value are listed in the balance sheet.

F. CAPITAL ASSETS

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Government-wide Financial Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets are capitalized at historical cost or estimated historical cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Assessor maintains a threshold level of \$500 or more for capitalizing capital assets. Additions, improvement and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance is expensed as incurred.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The estimated useful life by type of assets is as follows:

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

Notes to the Basic Financial Statements
As of and for the Year Ended December 31, 2013

<u>Description</u>	<u>Estimated Lives</u>
Motor vehicle	7
Telephone System	10
Office Equipment and furniture	5

G. COMPENSATED ABSENCES

The Assessor has the following policy relating to vacation and sick leave:

Full time employees accrue two weeks of vacation leave per year. After twenty years of service employees accrue three weeks of vacation. After twenty-five years of service, employees accrue four weeks of vacation. Vacation leave must be used in the year it is accrued, unless approval is obtained prior to the end of the year to carry over unused leave. Employees are not paid for unused vacation leave. At December 31, 2013, employees of the assessor had accumulated no employee leave benefits.

Employees are allowed sick leave when ill. While sick leave is not limited, the assessor reserves the right to substantiate the illness or require the employee to substantiate the illness. Employees are not allowed to accumulate sick leave.

H. DEFERRED INFLOWS OF RESOURCES

This separate financial statement element reflects an increase in net assets that applies to a future period. Deferred inflow of resources reported in the accompanying statements relate to property tax revenues and state revenue sharing revenues assessed in 2013, but levied to finance the Assessor's 2014 expenditures. The Assessor will not recognize the related revenues until 2014.

I. FUND EQUITY

Fund Financial Statements

Governmental funds can report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of these resources. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form- prepaid items or inventories; or (b) legally or contractually required to be maintained intact. The spendable portion of the fund balance can be comprised of the remaining four classifications: restricted, committed, assigned, and unassigned defined as follows:

Restricted fund balance- This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

Notes to the Basic Financial Statements
As of and for the Year Ended December 31, 2013

Committed fund balance- These amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the organization's highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned fund balance- This classification reflects the amounts constrained by the organization's "intent" to be used for specific purposes, but are neither restricted or committed. The Assessor has the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

Unassigned fund balance- This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

Government-wide Financial Statements

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Equity on the government-wide financial statements is classified as net position and displayed in three categories:

Net investment in capital assets – Consists of net capital assets reduced by outstanding balances of any related debt obligations and deferred inflows of resources attributable to the acquisition, construction, or improvement of those assets and increased by the balances of deferred outflows of resources related to those assets.

Restricted net position – Net position is considered restricted if their use is constrained to a particular purpose. Restrictions are imposed by external organizations such as federal or state laws or buyers of the Assessor's bonds. Restricted net position is reduced by liabilities and deferred inflows of resources related to the restricted assets.

Unrestricted net position – Consists of all other net position that does not meet the definition of the above two components and is available for general use by the Assessor.

When both restricted and unrestricted net position are available for use, it is the Assessor's policy to use restricted net position first, then unrestricted net position as they are needed.

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

Notes to the Basic Financial Statements
As of and for the Year Ended December 31, 2013

J. ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

2. LEVIED TAXES

The following is a summary of authorized and levied ad valorem taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>
Assessment District	2.51	2.51

Property taxes are assessed for the calendar year, become due on November 15th of each year, and become delinquent on December 31st. The taxes generally collected in December of the current year and January and February of the ensuing year. As indicated in Note 1, taxes levied November 2013 and the related state revenue sharing are for budgeted expenditures in 2014 and will be recognized as revenue in 2014.

Taxes receivable at December 31, 2013, were \$494,618, net of allowance for uncollectible taxes of \$15,304.

K M Louisiana Pipeline Company represents approximately 9.25% of the Jefferson Davis Parish Assessor's Property Tax revenue.

3. DEPOSITS AND INVESTMENTS

Bank Deposits:

The year end balances of deposits are as follows:

<u>Deposit Type</u>	<u>Bank Balances</u>	<u>Reported Amount</u>
Cash –demand deposits	\$ 123,328	\$ 114,582
Totals	<u>\$ 123,328</u>	<u>\$ 114,582</u>

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit

JEFFERSON DAVIS PARISH ASSESSOR

Jennings, Louisiana

Notes to the Basic Financial Statements As of and for the Year Ended December 31, 2013

with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank.

Custodial credit risk is the risk that in the event of a bank failure, the Assessor's deposits may not be returned to it. The Assessor's deposit policy for custodial credit risk requires that all uninsured deposits must be secured with acceptable collateral as defined in LRS 38:1221 valued at market. As of December 31, 2013, the Assessor had deposits (collected bank balances) totaling \$123,328. Of these bank deposit balances, none were exposed to custodial credit risk.

Even though pledged securities are considered subject to custodial credit risk under the provisions of GASB Statement 40, *Deposits and Investment Risk Disclosures*, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

Investments:

At December 31, 2013, the Assessor had the following investments and maturities:

Investment Type	Fair Value	Investment Maturities (in Years) Less Than 1 Year
Louisiana Asset Management Pool (LAMP)	\$ 19,157	\$ 19,157
Totals	\$ 19,157	\$ 19,157

Credit risk is defined as the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Assessor does not have a written investment policy, but does adhere to State laws regarding allowable investments. LAMP has a Standard & Poor's Rating of AAAM.

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Assessor will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Investments in external investment pools are not exposed to custodial credit risk because of their natural diversification and the diversification required by the Securities and Exchange Commission.

LAMP, a local government investment pool, is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana, which was formed by an initiative of the State Treasurer in 1993. While LAMP is not required to be a registered investment company under the Investment Company Act of 1940, its investments policies are similar to those established by Rule 2a7, which governs registered money market funds. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

Notes to the Basic Financial Statements
As of and for the Year Ended December 31, 2013

Louisiana are authorized to invest. Accordingly, LAMP investments are restricted to securities issued, guaranteed or backed by the U.S. Treasury, the U.S. Government or one of its agencies, enterprises or instrumentalities, as well as repurchase agreements collateralized by those securities. The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. The fair value of investments is determined on a weekly basis to monitor any variances between amortized cost and fair value. For purposes of determining participants' shares, investments are valued at amortized cost. The fair value of participants' position is the same as the value of the pool shares. LAMP is designed to be highly liquid to give it participant's immediate access to their account balances. Investments in LAMP at December 31, 2013 amounted to \$19,157 and are classified on the Statement of Net Position as "Investments".

A reconciliation of deposits and investments as shown on the Statement of Net Position is as follows:

Reported amount of deposits	\$	114,582
Reported amount of investments		19,157
Total	\$	<u>133,739</u>
Classified as:		
Cash	\$	114,582
Investments		19,157
Total	\$	<u>133,739</u>

4. CAPITAL ASSETS

A summary of changes in capital assets is as follows:

	Balance Beginning	Additions	Dispositions	Balance Ending
Office equipment & furniture	\$ 126,887	1,814	-	128,701
Motor vehicle	29,181			29,181
Total	156,068	1,814	-	157,882
Less: accumulated depreciation	81,154	22,903	-	104,057
Capital assets, net	<u>\$ 74,914</u>	<u>(21,089)</u>	<u>-</u>	<u>53,825</u>

5. PENSION PLAN

Plan Description. Substantially all employees of the Jefferson Davis Parish Assessor's office are members of the Louisiana Assessors' Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

JEFFERSON DAVIS PARISH ASSESSOR

Jennings, Louisiana

Notes to the Basic Financial Statements As of and for the Year Ended December 31, 2013

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Funding Policy. Plan members are required by state statute to contribute 8.0% of their annual covered salary and the Jefferson Davis Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 13.5% of annual covered payroll. Contributions to the system also include one-fourth of 1% (1% for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Jefferson Davis Parish Assessor are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Jefferson Davis Parish Assessor's contributions to the System for the years ending December 31, 2012, 2011, and 2010, were \$41,292, \$38,343, and \$36,850 respectively, equal to the required contributions for each year.

6. EXPENDITURES PAID BY POLICE JURY

Certain operating expenditures of the assessor's office are paid by the parish police jury and are not included in the accompanying financial statements. These expenditures are summarized as follows:

The assessor's office is located in the Jefferson Davis Parish Courthouse. The Jefferson Davis Police Jury pays for the upkeep and maintenance of the parish courthouse. These expenditures are not reflected in the accompanying financial statements.

7. LITIGATION AND CLAIMS

At December 31, 2013, the assessor is not involved in any litigation and is not aware of any pending claims.

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

Notes to the Basic Financial Statements
As of and for the Year Ended December 31, 2013

8. RISK MANAGEMENT

The Assessor is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

The Assessor carries commercial insurance for workers compensation liability. All other covered risks of loss are managed by commercial insurance provided by the Police Jury. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

9. EXCESS OF EXPENDITURES OVER APPROPRIATIONS

The following individual funds had actual expenditures over budgeted appropriations for the year ended December 31, 2013:

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
None	\$ -	\$ -	\$ -	\$ -

10. OBLIGATIONS UNDER CAPITAL LEASE

The class and amount of property acquired under capital lease was as follows: motor vehicle \$29,181. Depreciation expense recorded for this asset in 2013 was \$4,169.

Future minimum capital lease obligations and the present value of the minimum lease payments as of year ending December 31, 2013 are as follows:

Year Ending December 31:	
2014	6,814
2015	9,970
2016	6,562
Total minimum lease payments	\$ <u>23,346</u>
Less interest	<u>(2,027)</u>
Present value of minimum payments	<u>21,319</u>

The imputed interest rate on this lease is 6.16%. Principal paid in 2013 was \$5,321.

11. PRIOR PERIOD ADJUSTMENT

Beginning net position in the government wide financial statements has been increased \$457 to correct for an unrecorded capital lease of a motor vehicle. The original cost of \$29,181 less accumulated depreciation of \$2,084 and outstanding lease obligation of \$26,640 through December 31, 2012 makes up the \$457 increase in beginning net position.

REQUIRED SUPPLEMENTAL INFORMATION

**JEFFERSON DAVIS PARISH ASSESSOR
GOVERNMENTAL FUND - GENERAL FUND
Budgetary Comparison Schedule
For the Year Ended December 31, 2013**

Schedule 1

	Budgeted Amounts		Actual Amounts	Variance Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Fees, fines and other charges for service	\$ 2,500	3,100	\$ 3,598	\$ 498
Ad valorem taxes	447,900	470,815	471,514	699
State revenue sharing	10,000	10,000	10,000	-
Compensation from taxing bodies	12,000	9,000	11,838	2,838
Interest earned	500	485	484	(1)
Total Revenues	<u>472,900</u>	<u>493,400</u>	<u>497,434</u>	<u>4,034</u>
EXPENDITURES				
Culture and recreation:				
Salaries and related benefits	420,000	434,000	431,472	2,528
Operating services	30,686	33,736	34,389	(653)
Materials and supplies	4,000	3,000	3,364	(364)
Travel and other charges	5,500	8,350	8,319	31
Debt service	6,814	6,814	6,814	-
Capital outlay	-	2,100	1,814	286
Total Expenditures	<u>467,000</u>	<u>488,000</u>	<u>486,172</u>	<u>1,828</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	5,900	5,400	11,262	5,862
FUND BALANCES BEGINNING OF YEAR	124,012	124,012	124,012	-
FUND BALANCES END OF YEAR	<u>\$ 129,912</u>	<u>\$ 129,412</u>	<u>\$ 135,274</u>	<u>\$ 5,862</u>

See accountant's report.

JEFFERSON DAVIS PARISH ASSESSOR
Notes to Budgetary Comparison Schedule
For the Year Ended December 31, 2013

A. BUDGETARY PRACTICES

General Budget Practices The Jefferson Davis Parish Assessor follows the following procedures in establishing budgetary data reported in the accompanying budgetary comparison schedule:

Pursuant to the Louisiana Government Budget Act (LSA-RS 39:1301-1314), the Jefferson Davis Parish Assessor is required to adopt an annual budget no later than fifteen days prior to the beginning of each fiscal year.

Each year prior to December 15th, the Jefferson Davis Parish Assessor develops a proposed annual budget for the general fund. The budget includes proposed expenditures and the means of financing them. The proposed budget is advertised as available for public inspection at least 10 days prior to final adoption simultaneously with a notice of the date of public hearing. The public hearing is conducted during an open meeting in order to obtain public input. The budget is subsequently adopted by the Assessor through a formal budget resolution.

General fund appropriations (unexpended budget balances) lapse at end of fiscal year.

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is not employed.

Formal budget integration (within the accounting records) is employed as a management control device. All budgets are controlled at the object level. Budget amounts included in the accompanying financial statements include the original budget and all subsequent amendments. All budget revisions are approved by the Assessor.

Budget Basis of Accounting The governmental fund budgets are prepared on the modified accrual basis of accounting, a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Legally, the Assessor cannot budget total expenditures and other financing uses which would exceed total budgeted revenues and other financing sources including beginning fund balance. State statutes require the Assessor to amend the budget to prevent overall projected revenues, expenditures, or beginning fund balance from causing an adverse budget variance of five percent or more in an individual fund. The Assessor approves budgets at the object level and management is allowed to transfer amounts between line items within an object.

B. EXCESS OF EXPENDITURES OVER APPROPRIATIONS IN INDIVIDUAL MAJOR FUNDS

The following budgeted major funds had actual expenditures over budgeted expenditures for the fiscal year:

<u>Fund</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
None	\$ -	\$ -	\$ -

OTHER REPORTS

Mike B. Gillespie, CPA

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENTAL AUDITING STANDARDS*

To the Honorable Donald G. Kratzer
Jefferson Davis Parish Assessor
Jennings, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund information of the Jefferson Davis Parish Assessor (Assessor), a component unit of the Jefferson Davis Parish Police Jury, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Assessor's basic financial statements, and have issued my report thereon dated June 16, 2014.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the Assessor's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Assessor's internal control. Accordingly, I do not express an opinion on the effectiveness of the Assessor's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Assessor's internal control or on compliance. The report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Assessor's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Mike B. Gillespie, CPA, APAC

Jennings, Louisiana

June 16, 2014

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

MANAGEMENTS SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended December 31, 2013

**SECTION I – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE
FINANCIAL STATEMENTS**

No findings reported.

**SECTION II – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL
AWARDS**

No findings reported.

SECTION III – MANAGEMENT LETTER

No findings reported.

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THIS SCHEDULE HAS BEEN PREPARED BY MANAGEMENT

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

SCHEDULE OF CURRENT YEAR FINDINGS AND RESPONSES
For the Year Ended December 31, 2013

SECTION I – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FINANCIAL STATEMENTS

No findings reported.

SECTION II – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

No findings reported.

SECTION III – MANAGEMENT LETTER

No findings reported.

JEFFERSON DAVIS PARISH ASSESSOR
Jennings, Louisiana

MANAGEMENT'S CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS
For the Year Ended December 31, 2013

SECTION I – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FINANCIAL STATEMENTS

No findings reported.

SECTION II – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

No findings reported.

SECTION III – MANAGEMENT LETTER

No findings reported.

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THIS SCHEDULE HAS BEEN PREPARED BY MANAGEMENT